

**MONTANA DEPARTMENT OF COMMERCE**  
**MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**and**  
**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)**  
**2012 GRANT ADMINISTRATION MANUAL**

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# INTRODUCTION

As you begin to fulfill start-up requirements and implement your CDBG or NSP project, you may have some concerns about the responsibilities you are taking on and how to meet them. Viewed in total, the mass of laws, regulations, presidential executive orders, and other may seem overwhelming. However, the same skills that you used to compete successfully for a CDBG or NSP award will help you through the process of implementing your project. We suggest that you follow a step-by-step approach through the various requirements covered in the manual.

As you get into the details of this *Grant Administration Manual*, you will see that, because the manual is written to cover all situations, it covers a number of requirements and procedures that may not apply to your project. In many cases, a particular requirement applies only once and will not have to be dealt with again. In addition, whenever possible, we have provided sample forms and formats for letters, reports, resolutions, and the other varieties of administrative procedures you will have to comply with under federal and state law. We have tried to make the written discussion of the various requirements as complete as possible.

Compliance with the federal requirements associated with the CDBG or NSP program has to be accepted as the cost of doing business with federal funds. When viewed individually, the general goal of each requirement usually makes good sense.

The need for securing compliance with federal and State requirements is a responsibility the Department of Commerce must and does take seriously in its monitoring and supervision of local CDBG or NSP projects. To the extent possible, the Department's oversight of local CDBG or NSP projects is committed to simplifying project administration and working with local officials to prevent or correct problems them before they become serious.

For those grantees working specifically on NSP projects, please note that this *Grant Administration Manual* is for the use of the NSP program. All information and exhibits in this manual will be used for the NSP program. However, NSP rules or regulations -- including but not limited to the Housing Economic Recovery Act of 2008 (HERA), implementing HUD regulations, or other rules adopted by the program -- may supersede any of the CDBG rules or regulations set forth herein. NSP grantees are encouraged to modify exhibits to include the NSP program. Your NSP project liaison will provide assistance with any modification or question in regard to the applicability and use with the NSP program and this manual. An online version of the NSP specific exhibits is available at the following website:

<http://comdev.mt.gov/NSP/default.mcpix>

We look forward to working with you on your projects. Please contact us if we can be of assistance.